DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C-1235

Page 1 of 2

Agency: HOWARD SOIL CONSERVATION DISTRICT

Division/Unit:

Item No.	Description	Retention			
	This Schedule Supersed	es C-932			
	"The issuance of a legal hold by the Off portion of this record retention policy of calls for the disposal, transfer, or destruct the hold, until the hold has been released record that is subject to a legal hold matransferred, or destroyed, even if the scheen passed. Any person preparing to alter destroy a record must ascertain whether a the record before doing so."	r schedule that otherwise tion of records subject to by the Office of Law. No y be altered, disposed of, duled destruction date has , dispose of, transfer, or			
1	Administration and Budget	Retain 5 years and then			
	A. Correspondence, agreements, file rete	destroy. Review prior to destruction for further retention requirement. Any items deemed to have fiscallegal, or historical value to the District transfer to Maryland State Archives (MSA) every 5 years.			
	B. Budget and purchase documents		Retain for 5 years then destroy.		
Divisio Date: Signatu	le Approved by Department, Agency, or in Representative /0/8/13 ure: Robert Ensor District Manager	Schedule Approved by Coure Representative Date: 10/10/13 Signature: Butter	unty Records Management		

Date: Signature:

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. C-1235

Page 2 of 2

Agency: HOWARD SOIL CONSERVATION DISTRICT

Division/Unit:

Item No.	Description	Retention
2	Howard Soil Conservation District (HSCD) Board • Minutes, Reports	Retain permanently in office and transfer copies to Maryland State Archives (MSA) every 5 years.
3	Farm (Cooperator) Plans • Plans, documents, correspondence	Continuous record. Maintain as a perpetual file by updating when amended or revised, and destroying obsolete material with the following exception: Transfer to the MSA any material that serves to document the origin, development, and accomplishments of the office, and has continuing historic value.
4	Subdivision/Grading Plans – No Ponds • Plans, documents, correspondence	Retain for 5 years then destroy.
5	Subdivision/Grading Plans – With Ponds • Plans, documents, correspondence	Retain until scanned to MSA standards, then destroy. Retain images for seventy (70) years, then destroy.
6	Pond As-builts • Plans, documents, correspondence	Retain until scanned to MSA standards, then destroy. Retain images for seventy (70) years, then destroy.

Instructions –Type or Print a separate	DE	PARTMENT	OF GENERAL		AGENCY RECORDS INVENTORY			
form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	SERVICES RECORDS MANAGEMENT D 7275 Waterloo Road, P.O. B Jessup, Maryland 2079 410-799-1930			x 275		PAGE1 OF6		
Department/Agency Howard Soil Conservation District	2. Divis		/A		3.	Unit N/A		
DEFINITION: RECORD SERIES - A group of	f related r	ecords norm	ally filed and	used as	a unit	t for reference as well as retention and disposition purposes.		
Record Series Title (1A) Administration and (1B) Budget				5. Earliest Year/Latest Year 1945 to 2012				
	on, agreeme	nts, MOU's a	and contra	acts b	d in the series. Include the purpose or function of the series.) between the District and other agencies, and to track annual operations.			
7. Record Series Format(s) List all		8. Record Ser	ies Sequence	9. Volume	•			
☐ Letter Size ☐ Microfilm	×	Alphabetic	cal	Number	_			
Legal Size Computer Tape		Numerica	ı	⊠ File Drawer(s)				
Audio Tape Floppy Disk		□ Chronolog	gical			ape(s)		
☐ Bound Book ☐ Video Tape		☐ Geograph	ical	Other (specify)				
Other (specify)		Other (spe	Other (specify)		10. Annual Accumulation			
	**			Number File D Microt Comp Other	film Recouter Ta	el(s) ape(s)		
11. File is Used			12. File Beco	omes Inactive	e After			
☐ Daily ☐ Weekly ☐ Monthly ☐	Annually		Number Month(s) Year(s)					
13. Current Location(s) (Bldg., Floor, Room) 708 Lisbon Center Dr., Ste 'E', Woodbine, M	ID 21797		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☐ No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements					
☐ Yes No			☐ None ☑ State ☐ Federal ☐ Independent					
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☐ No			 Recommended Retention (1A) Administrative - Retain 5 years and then destroy Review prior to des for further retention requirement. Transfer any items deemed to have fiscal legal, or historical value to the District every 5 years to MSA. (1B) Budget and purchase documents- Retain for 5-yrs. then destroy. 			 Retain 5 years and then destroy Review prior to destruction requirement. Transfer any items deemed to have fiscal, alue to the District every 5 years to MSA. 		
			hone Numbe 410-489-79			21. Date 4/11/2013		

Instructions –Type or Print a separate	r Print a separate DEPARTMENT			RAL	AGENCY RECORDS INVENTORY			
form for each new or revised record			/ICES					
series. Forward with Records Retention	RECO	RDS MANA	GEMENT DIV	VISION				
Schedule (DGS 550-1)	7275 Waterloo Ro			x 275	PAGE OF6			
Jessup, Mar			•					
			99-1930					
Department/Agency	2. Divis	sion		3. Unit				
Howard Soil Conservation District N/			/A		N/A			
DEFINITION: RECORD SERIES - A group of	f related r	ecords norm	nally filed and	d used as	unit for reference as well as retention and disposition purp	oses.		
Record Series Title					Earliest Year/Latest Year			
Howard Soil Conservation (HSCD) Boar	rd			1945 to 2012				
Record Series Description (Briefly describ	e the type	es of informa	ation/docume	nts/forms	ound in the series. Include the purpose or function of the	series.)		
Purpose: To document the decisions and act					Aborio Marshar Information arounded aire un abort			
Description: 8.5" x 11" reports of Howard Sc	D Board	Meetings ne	eid on a regu	iar (montr	y) basis, Member Information, agendas, sign-up sheet.			
7. Record Series Format(s) List all		8. Record Ser	ries Sequence	9. Volume				
				1_				
Letter Size Microfilm		Alphabeti	cal	Number				
Legal Size Computer Tape	60	☐ Numerica	ı					
☐ Audio Tape ☐ Floppy Disk		☐ Chronolo						
☐ Bound Book ☐ Video Tape		☐ Geograph	Other (specify)					
D Boulid Book		☐ Geograpi	10. Annual Accumulation					
Other (specify)		Other (sp						
				1 Number				
				☐ File D				
10 m				_	m Reel(s) ter Tape(s)			
				Other				
2.12.2								
11. File is Used			12. File Beco	omes Inactive	After			
			1					
☐ Daily ☐ Weekly ☒ Monthly	Annually		Number					
2 20 2								
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
708 Lisbon Center Dr., Ste 'E', Woodbi	ine, MD 2	1797	☐ Yes No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))		16. Audit Requirements					
			57					
Yes 🛚 No			None None	☐ State	Federal Independent			
17. Is an Index System used? If yes, explain briefly and de	ements	18. Reco	mmended	Retention				
☐ Yes ☑ No			Retain permanently in office per Federal (USDA), State (MDA) and loca					
		partner's privacy guidelines.						
19. Name and Title of Preparer		20. Telep	hone Numbe	er	21. Date			
Geoffrey W. Schoming, Engineering Speciali	st III		410-489-79	87	4/2/2013			

Instructions –Type or Print a separate		NT OF GENER	RAL	AGENCY RECORDS INVENTORY				
form for each new or revised record		RVICES	8					
series. Forward with Records Retention	RECORDS MAN							
Schedule (DGS 550-1)	7275 Waterloo			PAGE3 OF6				
		Maryland 20794 9-799-1930	+	8				
Department/Agency	2. Division		3. Unit					
Howard Soil Conservation District		N/A		N/A				
DEFINITION: RECORD SERIES - A group of	related records no	rmally filed and	d used as	a unit for reference as well as retention and disposition purposes.				
4. Record Series Title			5. Earliest Year/Latest Year					
Farm (Cooperator) Plans				<u>1945</u> to <u>2012</u>				
6. Record Series Description (Briefly describe	e the types of inforr	nation/docume	ents/forms	found in the series. Include the purpose or function of the series.)				
Purpose: To document the investigation, eva	luation, survey, cor	struction and	maintenar	nce of land management plans developed for land-owners per				
Maryland Agriculture Code Title 8.								
Description: Management and Construction F	Plans developed for	r land-owners f	for control	ling erosion, sediment and nutrients are developed (typically on				
8.5" x 11" and/or 24" x 36" paper) for ongoing	g reference during	cost-share, ent	forcement	or other terms of agreements.				
7. Record Series Format(s) List all	8. Record s	Series Sequence	9. Volume					
☑ Letter Size ☐ Microfilm		etical	Number	*				
Legal Size Computer Tape	Numer	ical	☐ File D	rawer(s) film Reel(s)				
☐ Audio Tape ☐ Floppy Disk	Chrono	ological		Computer Tape(s) Other (specify)				
☐ Bound Book ☐ Video Tape	Geogra	aphical	al 10. Annual Accumulation					
Other (specify)Arch D size	Other (specify)						
			Number					
			⊠ File D	rawer(s)				
				film Reel(s)				
			Comp	uter Tape(s) (specify)				
11. File is Used		12 File Bec	Inactiv					
11. File is Used		12. File bed	12. File Becomes Inactive After					
		1	_1_					
☐ Daily ☑ Weekly ☐ Monthly [Annually	Number	Number Month(s) Year(s)					
(Olds Flow Doors)		- 11 to Posses	: 0 · - · D					
13. Current Location(s) (Bldg., Floor, Room) 708 Lisbon Center Dr., Ste 'E', Woodbir	ne, MD 21797	14. Is Recor	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Re	quirements					
⊠ Yes □ No		None None	e State	☐ Federal ☐ Independent				
Federal & State regulations								
17. Is an Index System used? If yes, explain briefly and des	scribe requirements	18. Recommended Retention						
Yes 🛚 No		Jani	Same retention as Item 2					
19. Name and Title of Preparer	20. Tele	ephone Numbe	Number 21. Date					
Geoffrey W. Schoming, Engineering Specialis	st III	410-489-79	87	4/11/2013				

Instructions –Type or Print a separate	DEPART	MENT OF GENER	RAL	AGENCY RECORDS INVENTORY				
form for each new or revised record		SERVICES						
series. Forward with Records Retention	RECORDS N	MANAGEMENT DI	VISION					
Schedule (DGS 550-1)	7275 Water	rloo Road, P.O. Bo	x 275	PAGE4 OF6				
	Jessu	p, Maryland 20794 410-799-1930						
Department/Agency	2. Division	410-700-1000		3. Unit				
Howard Soil Conservation District		N/A		N/A				
DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purpor								
Record Series Title			5. Earliest Year/Latest Year					
Subdivision/Grading Plan	s- No Ponds			<u>1977</u> to <u>2012</u>				
Record Series Description (Briefly describ	e the types of in	nformation/docume	nts/forms	found in the series. Include the purpose or function of the series.)				
				onment Code, Title 4 and COMAR Title 26.09.01				
				rol erosion and sediment during disturbance and grading of				
residential and commercial properties, and of	her construction	n sites.						
7. Record Series Format(s) List all	8. Red	cord Series Sequence	9. Volume					
Letter Size Microfilm	□ Al	lphabetical	72 Number					
Legal Size Computer Tape	⊠ Nu	umerical	☑ File Drawer(s)					
Audio Tape Floppy Disk	hronological							
☐ Bound Book ☐ Video Tape	☐ Ge	eographical						
Other (specify)_Arch_D Size	_ Ot	other (specify)						
			Number					
		*	☐ File D	rawer(s)				
				film Reel(s)				
				puter Tape(s) r (specify)				
11. File is Used		12. File Beco	12. File Becomes Inactive After					
		2	2					
☑ Daily ☐ Weekly ☐ Monthly ☐	Annually	Number	Number					
13. Current Location(s) (Bldg., Floor, Room)		II		icated Elsewhere? (If yes, specify agency or office.)				
708 Lisbon Center Dr., Ste 'E', Woodbi	ne, MD 21797	∑ Yes	☐ No	Howard County DPZ				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Re	quirements	Howard County Di Z				
Yes No		⊠ None	None ☐ State ☐ Federal ☐ Independent					
17. Is an Index System used? If yes, explain briefly and des	scribe requirements	18. Recor	mmended	Retention				
⊠ Yes □ No								
Howard County DPZ system	m		Retain for	5 years then destroy.				
19. Name and Title of Preparer	20	Telephone Numbe	er	21. Date				
Geoffrey W. Schoming, Engineering Specialis	st III	410-489-798	410-489-7987 4/2/2013					

Instructions –Type or Print a separate	DEPART	MENT OF GENER			AGENCY RECORDS INVENTORY			
form for each new or revised record		SERVICES						
series. Forward with Records Retention		ANAGEMENT DI						
Schedule (DGS 550-1) 7275 Waterloo Ro					PAGE5 OF6			
	, Maryland 20794 410-799-1930	•						
Department/Agency	2. Division							
Howard Soil Conservation District	Soil Conservation District				N/A			
DEFINITION: RECORD SERIES - A group of	related records	normally filed and	d used as	a unit for r	reference as well as retention and disposition purposes.			
Record Series Title			5. Earliest Year/Latest Year					
Subdivision/Grading Plans-	With Ponds				1977 to 2012			
Record Series Description (Briefly describe	the types of inf	ormation/docume	ents/forms	found in t	he series. Include the purpose or function of the series.)			
Purpose: Plans for review and approval for se	ediment control a	and pond constru	ction purs	ant to Ma	aryland Environment Code, Titles 4 & 5, and COMAR			
Titles 26.09.01 and 26.17.04.								
					and sediment during disturbance and grading of			
residential and commercial properties, and other residential and commercial properties, and other residential and commercial properties, and other residential and commercial properties.		ord Series Sequence	9. Volume	are to be	designed and constructed.			
			28					
□ Letter Size □ Microfilm	□ Alp	habetical	Number					
Legal Size Computer Tape	☐ Computer Tape			File Drawer(s) Microfilm Reel(s)				
Audio Tape Floppy Disk	audio Tape Floppy Disk Chronolo			Computer Tape(s) Other (specify)				
☐ Bound Book ☐ Video Tape	☐ Ge	ographical						
Other (specify)_Arch D Size	Ott	er (specify)	10. Annual Accumulation					
			F7					
			⊠ File Drawer(s)					
			Computer Tape(s)					
			Other (specify)					
11. File is Used		12. File Bed	comes Inactiv	After				
		2	2					
☐ Daily ☐ Weekly ☐ Monthly ☐	Annually	Number	Number ☐ Month(s) ☐ Year(s)					
13. Current Location(s) (Bldg., Floor, Room)		14. Is Reco	rd Series Dup	icated Elsew	here? (If yes, specify agency or office.)			
708 Lisbon Center Dr., Ste 'E', Woodbir	ne, MD 21797	⊠ Yes	☐ No					
			Howard County DPZ					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Re	equirements					
☐ Yes ☑ No		⊠ None	None ☐ State ☐ Federal ☐ Independent					
17. Is an Index System used? If yes, explain briefly and des	cribe requirements		mmended					
⊠ Yes □ No		II .	PERMANENT: Retain paper until scanned to Maryland State Archives (MSA)					
Howard County DPZ Syster	n	years.	standards then destroy. Maintain images permanently and transfer to MSA every 5					
19. Name and Title of Preparer	1 20 7	elephone Number	or	1 04	. Date			
				21				
Geoffrey W. Schoming, Engineering Specialis	st III	410-489-79	987		4/2/2013			

Instructions –Type or Print a separate	DE	PARTMENT	OF GENERAL			AGENCY RECORDS INVENTORY		
form for each new or revised record		ICES						
series. Forward with Records Retention	RECORDS MANAGEMENT D							
Schedule (DGS 550-1)			oad, P.O. Box 275			PAGE6 OF6		
*		Jessup, Mar 410-79						
Department/Agency	2. Divis	sion			3. L	Jnit		
Howard Soil Conservation District		N	N/A			N/A		
DEFINITION: RECORD SERIES - A group of	related r	ecords norm	ally filed and	d used as a	a unit	for reference as well as retention and disposition purposes.		
4. Record Series Title				5. Earliest Year/Latest Year				
Pond As-builts				<u>1977</u> to <u>2012</u>				
				-				
6. Record Series Description (Briefly describ	e the type	es of informa	tion/docume	ents/forms	found	in the series. Include the purpose or function of the series.)		
	ns with p	onds, to den	ote actual ele	evations, d	dimen	sions, etc., pursuant to Maryland Environment Code Title 5		
and COMAR title 26.17.04								
					essio	nal engineers. They include any letters, computations and		
other items to ensure satisfaction that pond s	afety req			t. 9. Volume				
7. Record Series Format(s) List all		8. Record Ser	les Sequence	9. Volume				
☐ Letter Size ☐ Microfilm			al	Number				
Legal Size Computer Tape		Numerical		Other (specify) Folders				
Audio Tape Floppy Disk		Chronolog	jical					
Bound Book Video Tape		Geograph	ical					
Other (specify)		Other (spe	10. Annual Accumulation			ulation		
*	*			13 Number				
				Number				
				File Dr				
			☐ Microfilm F					
-			Other (specify) Folders					
11. File is Used			12. File Becomes Inactive After					
Dotte Dwarts March	¬							
☐ Daily ☐ Weekly ☒ Monthly	Annually		Number Month(s) Year(s)					
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record	d Series Dupli	icated E	Elsewhere? (If yes, specify agency or office.)		
708 Lisbon Center Dr., Ste 'E', Woodbi	ne, MD 2	1797	☐ Yes ☑ No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Re	quirements				
Yes No			None Non	State	Fed	leral Independent		
		None ☐ State ☐ Federal ☐ Independent						
17. Is an Index System used? If yes, explain briefly and det	18. Recommended Retention							
⊠ Yes □ No			PERMANENT: Retain paper until scanned to Maryland State Archives (MSA)					
Access Database			standards then destroy. Maintain images permanently and transfer to MSA every					
		8 .	years.					
19. Name and Title of Preparer		20. Telepl	none Numbe	er		21. Date		
Geoffrey W. Schoming, Engineering Specialist III 4			410-489-79	87	7	4/2/2013		